



Activity Guide –

GL331: Processing Budget
Journals

State of Kansas



GL331: Processing Budget Journals

Statewide Management, Accounting and Reporting Tool



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Activity 1 – Exercise: Entering Budget Journals

Scenario

In this scenario, you are the **Budget Processor** and you need to establish a budget journal for the new fiscal year for the supplies category of expense, which does not have many lines. For this scenario, you will enter a budget journal to adjust your budget.

Menu Path

Commitment Control → Budget Journals → Enter Budget Journals

UPK Procedure

Entering and Adjusting Budget Journals

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Enter Budget Journals: Add a New ValueTab</i>	
Business Unit	17300
Journal ID	NEXT[default]
Journal Date	Today's date [default]
*Click the Add button	
<i>Budget Header</i>	
Ledger Group	CC_OPERATE
Budget Entry Type	Original
<i>Budget Lines</i>	
Budget Period	2010
Dept	1730000000
Fund	1000
Bud Unit	0210
Program	01650
Account	52200
Amount	2530.00
*Click Save	

Activity 2 – Exercise: Adjusting Budget Journals

Scenario

In this scenario, you are the **Budget Processor** and you need to adjust a budget journal that was entered with the incorrect amount. For this scenario, you will add a line to your budget journal to adjust your budget.

Menu Path

Commitment Control → Budget Journals → Enter Budget Journals

UPK Procedure

Entering and Adjusting Budget Journals

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Enter Budget Journals: Find an Existing Value</i>	
Business Unit	17300
Journal ID	See user specific data
<i>Budget Header</i>	
Ledger Group	CC_OPERATE
Budget Entry Type	Adjustment
<i>Budget Lines</i>	
Amount	2430.00 (Change to this amount)
*Click Save	

User Specific Data - Classroom Set 1

User	Field	Value
<i>Budget Journals: Find an Existing Value</i>		
User 1	Journal ID	0000000491
User 2	Journal ID	0000000492
User 3	Journal ID	0000000493



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User	Field	Value
User 4	Journal ID	0000000494
User 5	Journal ID	0000000495
User 6	Journal ID	0000000496
User 7	Journal ID	0000000497
User 8	Journal ID	0000000498
User 9	Journal ID	0000000499
User 10	Journal ID	0000000500
User 11	Journal ID	0000000501
User 12	Journal ID	0000000502
User 13	Journal ID	0000000503
User 14	Journal ID	0000000504
User 15	Journal ID	0000000505
User 16	Journal ID	0000000506
User 17	Journal ID	0000000507
User 18	Journal ID	0000000508
User 19	Journal ID	0000000509
User 20	Journal ID	0000000510
User 21	Journal ID	0000000511
User 22	Journal ID	0000000512

Activity 3 – Exercise: Copying Budget Journals

Scenario

In this scenario, you are the **Budget Processor** and you must cut your budget by 7%. You will adjust your budget journal by copying your existing budget journal and adjusting the amount by adding a negative value.

Menu Path

Commitment Control → Budget Journals → Enter Budget Journals

UPK Procedure

Copying Budget Journals

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Budget Journals: Find an Existing Value</i>	
Business Unit	17300
Search by Journal ID:	See user specific data
<i>Budget Lines Tab</i>	
*Click Save	
Process drop-down list	Copy Journal
<i>Budget Journal Copy</i>	
Budget Entry Type	Adjustment
*Click OK	
<i>Budget Lines</i>	
Security Dialogue box prompt	Click OK
Amount (Line 1)	-70
*Click Save	
*Click Process to post journal	
*Click Yes	



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User Specific Data – Classroom Set 1

User	Field	Value
<i>Budget Journals: Find an Existing Value</i>		
User 1	Journal ID	0000000312
User 2	Journal ID	0000000313
User 3	Journal ID	0000000314
User 4	Journal ID	0000000315
User 5	Journal ID	0000000316
User 6	Journal ID	0000000317
User 7	Journal ID	0000000318
User 8	Journal ID	0000000319
User 9	Journal ID	0000000320
User 10	Journal ID	0000000321
User 11	Journal ID	0000000322
User 12	Journal ID	0000000323
User 13	Journal ID	0000000324
User 14	Journal ID	0000000325
User 15	Journal ID	0000000326
User 16	Journal ID	0000000327
User 17	Journal ID	0000000328
User 18	Journal ID	0000000329
User 19	Journal ID	0000000330
User 20	Journal ID	0000000331
User 21	Journal ID	0000000332
User 22	Journal ID	0000000333



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Activity 4 – Exercise: Entering Budget Transfer Journals

Scenario

In this scenario, you are a **Budget Processor** who needs to transfer budget from one account to another account with a budget transfer journal. Your agency has decided that the funds belong in the new account. You will transfer budget by entering budget transfer journals.

Menu Path

Commitment Control → Budget Journals → Enter Budget Transfer

UPK Procedure

Entering Budget Transfer Journals

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Enter Budget Journals: Add a New ValueTab</i>	
Business Unit	17300
Journal ID	NEXT[default]
Journal Date	Today's date [default]
<i>Budget Header</i>	
Ledger Group	CC_OPERATE
Budget Entry Type	Original
*Click Save	
<i>Budget Lines</i>	
Budget Period	2010
Dept	1730000000
Fund	1000
Bud Unit	0210
Program	01650
Account	52300



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Field	Value
Amount	250.00
*Click <input type="button" value="+"/> add button	
Account (Line 2)	52000
Amount (Line 2)	-250
*Click Save	

Activity 5 – Exercise: Uploading a Spreadsheet Budget Journal

Scenario

In this scenario, you are the **Budget Processor** and you recently received new stimulus money, which has increased your budget. You will use the Import Budget Journal Template to quickly upload the budget journal lines for this update, so that you may accurately track against your new budget. After the budget journal is uploaded, you will view the budget journal.

Menu Path

Kansas → Kansas GL → INF24 Budget Upload

UPK Procedure

Uploading a Spreadsheet Budget Journal

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

File	Description
<i>Pre-req: Spreadsheet Budget Journal online import</i>	
BudgetJournalUpload.XLS	This is the journal workbook that you use to create and import journals.
JRNLMCRO.XLA	This is the Visual Basic code library and dialog control.
GLLOG.XLT	This is the Message log template.

Required Data





Field	Value
<i>Open BudgetJournalUpload.XLS File</i>	
*Click Options to enable Macros	
Microsoft Office Security Options	Select “Enable this Content”
<i>Spreadsheet Budget Journal Import: General - Setup</i>	
Business Unit	17300
Ledger Group	CC_OPERATE



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Field	Value
Source	SPJ
UserID	Participants SMART UserID
*Click OK	
Dialog box: This is not a secured web address .	Select Yes
<i>Journal Sheets: New</i>	
New Journal Sheet Name	Entering Budget Journals
<i>Spreadsheet Budget Journal Import: New Journal Header (Some of these values should default from the Setup that was previously done)</i>	
*Click the  button to generate a new header	
Business Unit	17300
Journal ID	000000XXX (Fill in X with Initials)
Journal Date	Default
Ledger Group	CC_OPERATE
Description	Creating a Budget Journal to add funding
Budget Journal Amount Type	Actuals, Recognize and Collect
*Click OK	
<i>Journal Lines: Add Journal Line</i>	
*Click the  button to generate a new line	
Business Unit	17300
Ledger	CC_OPERATE
Account	53000
Dept ID	1730000000
Fund	3374
Bud Unit	3370
Program	01650
Amount	2000
*Click the  button to generate a new line (Line 2)	
Account (Line 2)	52200
Amount (Line 2)	1400
*Click the  button	
<i>Write Journals to File</i>	
*Select "Entering Budget Journals"	
*Click OK	
<i>Sign into SMART: Kansas → KS GL → INF24 Budget Upload</i>	
<i>Budget Journal Spreadsheet Import: Add a New Value</i>	
Run Control ID	BJ204
*Click Add	



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Field	Value
<i>Spreadsheet Journal Import Request</i>	
*Click Add	
*Click Browse	
* Locate the path you entered in the Write File dialog box and click on the file to upload.	
*Click Upload and Verify that the attached file is your file	
*Click Run	
<i>Process Scheduler Request</i>	
Server Name	PSNT
*Click OK	
*Click Process Monitor Link	
<i>Process List Tab</i>	
*Check that Run Status is "Success"	
*Click the Refresh button as needed to update the Run Status if it is Queued	
*Click OK	



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Activity 6 – Demonstration: Posting a Budget Journal (Batch Process)

Scenario

In this scenario, you are the **Budget Approver** and you would like to post a budget journal to the control budget ledgers. The batch process is considered best practice if you have budget journals with over 200 lines or multiple budget journals to post. Watch as the instructor posts a budget journal.

Menu Path

Commitment Control → Post Control Budget Journals → Request Posting

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to post a budget journal using a batch process in SMART. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Request Posting: Add a New ValueTab</i>	
Run Control ID	PSTBJ701
*Click Add	
<i>Post Commitment Control Budget Journals Request</i>	
Description	Posting Budget Journals
Transaction Type	GL BD_JRNL (Verify)
Business Unit	17300
Ledger Group	CC_OPERATE
Journal ID From	See user specific data
Journal ID To	See user specific data (same as above)
*Click Run	
<i>Process Scheduler Request</i>	
Server Name	PSNT
*Click OK	
*Click Process Monitor Link	
<i>Process List Tab</i>	



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Field	Value
*Check that Run Status is "Success"	
*Click the Refresh button as needed to update the Run Status if it is Queued	
*Click OK	

User Specific Data - Classroom Set 1

User	Field	Value
<i>Budget Journals: Find an Existing Value</i>		
Instructor1	Journal ID	0000000465
Instructor2	Journal ID	0000000466
Instructor3	Journal ID	0000000467

Activity 7 – Exercise: Viewing and Correcting Budget Journal Entry Errors

Scenario

In this scenario, you are a **Budget Processor** who has created a budget journal entry that was submitted to be posted by the Budget Approver in SMART. When the **Budget Approver** attempts to post the budget journal, he encounters an error where the budget period is closed and one of the ChartField values is incorrect. The Approver sends the budget journal back to you and you will correct these errors so that the budget journal can successfully post.

Menu Path

Commitment Control → Budget Journals → Enter Budget Journals

UPK Procedure

Viewing and Correcting Budget Journal Entry Errors

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Enter Budget Journals: Find an existing value</i>	
Business Unit	17300
Journal ID	See user specific data
<i>Budget Lines</i>	
Budget Period	2010 (This is currently 2009)
Account	52300 (change to this)
*Click Save	
*Click Process	
*Verify that Budget Journal posts without errors	



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User Specific Data – Classroom Set 1

User	Field	Value
<i>Budget Journals: Find an Existing Value</i>		
User 1	Journal ID	0000000338
User 2	Journal ID	0000000339
User 3	Journal ID	0000000340
User 4	Journal ID	0000000341
User 5	Journal ID	0000000342
User 6	Journal ID	0000000343
User 7	Journal ID	0000000344
User 8	Journal ID	0000000345
User 9	Journal ID	0000000346
User 10	Journal ID	0000000347
User 11	Journal ID	0000000348
User 12	Journal ID	0000000349
User 13	Journal ID	0000000350
User 14	Journal ID	0000000351
User 15	Journal ID	0000000352
User 16	Journal ID	0000000353
User 17	Journal ID	0000000354
User 18	Journal ID	0000000355
User 19	Journal ID	0000000356
User 20	Journal ID	0000000357
User 21	Journal ID	0000000358
User 22	Journal ID	0000000359

Activity 8 – Walkthrough: Navigating the Budgets Overview Page

Scenario

In this scenario, you are **Budget Processor** and you would like to see your operating budget for the entire year. You will utilize the Budgets Overview Page to create an inquiry that allows you to do so. Anyone with the **GL Viewer** role in SMART will also be able to access this page.

Menu Path

Commitment Control → Review Budget Activities → Budgets Overview

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates navigating the Budgets Overview Page. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Budget Overview: Add a new value</i>	
Inquiry Name	BJOVXX (User initials)
*Click the Add button	
Description	Review operating budget
Business Unit	17300
Ledger Group	CC_OPERATE
Type of Calendar	Detail Budget Period
From Budget Period	2010
To Budget Period	2010
<i>Budget Overview: ChartField Criteria</i>	
(Account) ChartField From Value	52000
ChartField To	53000
(Dept) ChartField From Value	1730000000
ChartField To	1730000000
(Fund) ChartField From Value	Leave blank



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Field	Value
ChartField To	Leave blank
(Program) ChartField From Value	Leave blank
ChartField To	Leave blank
(Budget Unit) ChartField From Value	Leave blank
ChartField To	Leave blank
*Click Save	
*Click Search	
*Scroll down to review information	



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Activity 9 – Walkthrough: Inquiring on Budget Journals

Scenario

In this scenario, you are the **Budget Processor** that would like to view all of the budget journals against an account that are in error. You will inquire on budget journals that are in error.

Menu Path

Commitment Control → Budget Journals → Enter Budget Journals

UPK Procedure

Not applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to inquire on budget journals. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Enter Budget Journals: Find an existing value</i>	
Business Unit	17300
Budget Header Status	Error
*Click Search	
*View all of the journals in error	

Activity 10 – Exercise: Inquiring on Budget Journals

Scenario

In this scenario, you are the **Budget Processor** that would like to view all of the budget journals that you created yesterday because you realize that made a mistake. You will inquire on budget journals that you created yesterday, which are in error.

Menu Path

Commitment Control → Budget Journals → Enter Budget Journals

UPK Procedure

Not applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Enter Budget Journals: Find an existing value</i>	
Business Unit	17300
Journal Date	1/20/2010
Budget Header Status	Error
*Click Search	
*View all of the journals in error that were created on 1/20/2010	

Activity 11 – Walkthrough: Inquiring on Budget Ledgers

Scenario

In this scenario, you are the **Budget Processor** that has recently submitted a budget journal that requires posting by the **Budget Approver**. You are worried that you may be asked to cut funding in the near future. You have decided to re-evaluate certain line items in your budget. To do this, you create an inquiry to see all of the budget journals against the operating budget that have been recently approved.

Menu Path

Commitment Control → Review Budget Activities → Ledger Inquiry Set

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to inquire on budget ledgers. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Ledger Inquiry Set: Add a new value</i>	
Business Unit:	17300
Ledger Inquiry Set	AgYBud XX (Initials)
*Click Add	
<i>Commitment Control Ledger Inquiry Set</i>	
Ledger Group	CC_OPERATE
Select to add Ledger	CC_OPR_BUD (check the box)
Select to add Ledger	CC_OPR_ENC (check the box)
Select to add Ledger	CC_OPR_EXP (check the box)
*Click the Save button	

Activity 12 – Exercise: Inquiring on Budget Ledgers (Using the Ledger Inquiry Set)

Scenario

In this scenario, you are the **Budget Processor** that has recently submitted a budget journal that requires posting by the **Budget Approver**. You are worried that you may be asked to cut funding in the near future. You have decided to re-evaluate certain line items in your budget. To do this, you create an inquiry to see all of the budget journals against that particular ledger.

Menu Path

Commitment Control → Review Budget Activities → Ledger Inquiry Set

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data


Field	Value
<i>Ledger Inquiry Set: Add a new value</i>	
Business Unit:	17300
Ledger Inquiry Set	AgYBud XX (Initials)
<i>Commitment Control Ledger Inquiry Set</i>	
Ledger Group	CC_OPERATE
Select to add Ledger	CC_OPR_BUD (check the box)
Select to add Ledger	CC_OPR_ENC (check the box)
Select to add Ledger	CC_OPR_EXP (check the box)
* Click the Add selected ledgers button	
*Click Save	
<i>*Navigate to the Budgets Overview Page: Commitment Control → Review Budget Activities → Budgets Overview</i>	
<i>Budgets Overview: Add a new value</i>	



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Field	Value
Inquiry Name	BJDXX (User initials)
Description	Review operating budget using ledger inquiry set
Business Unit	17300
Ledger Inquiry Group/Set	Choose Ledger Inquiry Set (choose from dropdown)
Ledger Inquiry Set	Use Ledger Inquiry Set that was recently created (i.e.- AgYBudXX)
*Click Save	
*Click Search	
<i>Budget Overview Results</i>	
*Click  Show Budget Details	
* Review information on budget details	



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Activity 13 – Exercise: Navigating the Budget Detail Page

Scenario

In this scenario, you are a **Budget Processor** who needs to quickly navigate and review budget information for a specific budget. You will review spending against your agency operating budget.

Menu Path

Commitment Control → Review Budget Activities → Budget Details

UPK Procedure

Navigating the Budget Detail Page

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Budget Details: Find an existing value</i>	
Business Unit	17300
Ledger Group	CC_OPERATE
*Leave the remaining fields blank to broaden the search	
*Click Search	
* Choose any result from the search results list	
*View Commitment Control Budget Details	
*Click Display Chart	
*Click the Drill to Ledger button	
*Click Budget ChartFields tab	
*Click Amounts tab	